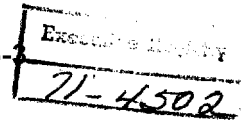


SECRET



5 August 1971

MEMORANDUM FOR: Executive Director/Comptroller

SUBJECT : Report of Cable Secretariat Operations
1 - 31 July 1971

1. The workload in July 1971 was 64,759 items, 12% more than July of last year.

2. As of 31 July 1971 we had an assigned strength of [REDACTED] one person short of our authorized strength of [REDACTED]

25X1A

25X1A

3. Three new members of the CSDO Staff were given tours of the Cable Secretariat along with detailed briefings on procedures and dissemination guidance. An open invitation has been extended to have the CSDO's spend more time with the Cable Duty Officers to allow them to become better acquainted with each other's duties and personalities.

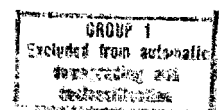
4. A contract for a new cable sorter was signed with the Collator Corporation, Seattle, Washington on 25 June. The sorter, which was custom designed to meet our specific needs, is expected to be delivered within six months.

25X1A

5. [REDACTED] visited the Xerox Corporation, Rochester, New York on 13 July to attend a discussion and demonstration of a new Xerograph total copy processing system. The purpose of the company inviting us, along with other Government representatives, was to obtain comments and suggestions on what Xerox had thus far developed, and to determine what we would like to have incorporated into their system to better serve our purposes. It was the consensus of the various representatives that the system left much to be desired.

HC/MC- 9/3

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6. Attached is a chart showing our production through FY 71 and our estimate of the workload for the next five years. Our cost per item rose this past year to the same figure we were spending ten years ago. I believe we can reduce the cost in FY 72, but it is difficult to keep up with rising costs attributable to pay increases. It is worth noting, I believe, that we have been able to increase our production per T/O position by 52% over what it was ten years ago - to a new high of 7,733 cables per position. While this is good, it is not all good. At this rate of production, errors are made, and while our "customers" understand that errors will occur, there doesn't seem to be such an understanding with reference to the specific error with which they are concerned. This is why we use 7,000 items per T/O position as our standard. We won't be able to drop back to that, obviously, but for what it is worth, it would be desirable if we could.



25X1A

Y Cable Secretary

Attachment
a/s

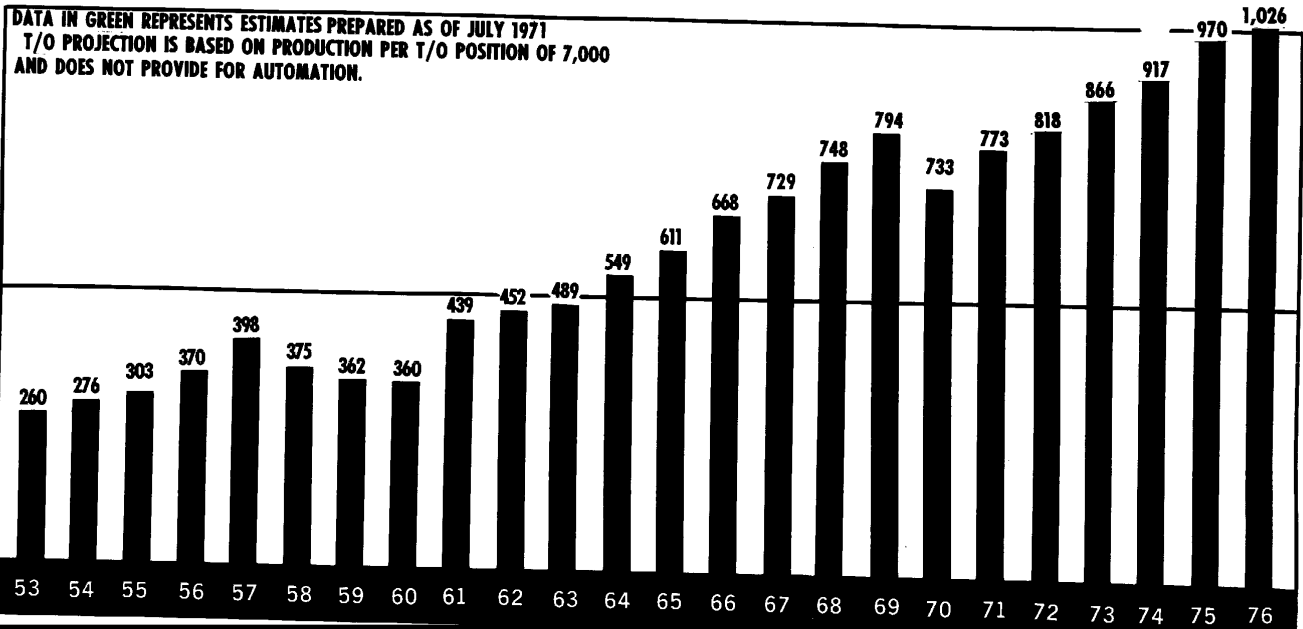
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Cables
1,000,000



cost per cable

Percent change in production over previous year

25X1A

25X1A

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Cable Secretary
1A-53 Hqs.

EXTENSION

5838

NO.

DATE

5 August 1971

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Executive Director-
Comptroller
7D-59 Hqs.

AUG 1971

8 0 AUG 1971

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12.

13. Cable Secretary
1A-53 Hqs.

14.

15.

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